

Medical Administrative Services

Student Name _____

Enrollment Date _____ Academic Year _____

Emplid _____ Scores: Math _____
 Reading _____
 Writing _____

CERTIFICATE – MEDICAL CODING AND REIMBURSEMENT SPECIALIST: 27 Total Credit Hours

Required Scores: Algebra – 25 / Reading – 85 / Writing – 74	Cr Hr	Grade
GEN 100 Introduction to College <i>No prerequisite</i>	1	
AHS 115 Medical Terminology (or CLA 131 or OST 103) <i>No prerequisite</i>	3	
BIO 135 Basic Anatomy and Physiology with Laboratory (or AHS 109 or BIO 130 or (BIO 137 and BIO 139)) <i>Prereq: (Reading, English and Mathematics assessment exam scores above the KCTCS developmental placement level) or (Successful completion of the prescribed "learning community" to assist the student in determined areas of weakness) or (Consent of Instructor)</i>	4	
Computer Literacy course <i>Rec. CIS 100</i>	3	
MBS 100 Introduction to the Health Care Field (or HIT 100) <i>No prerequisite</i>	2	
MBS 110 Medical Insurance and Claims Processing <i>Prereq: ((AHS 109 or BIO 130 or BIO 135 or (BIO 137 and BIO 139) and (AHS 115 or CLA 131 or OST 103) and Computer Literacy and MBS 100) with a grade of C or greater) or Consent of Instructor</i> <i>Coreq: MBS 120</i>	6	
OST 204 Medical Coding <i>Prereq: OST 104 or Consent of Instructor</i>	3	
AND		
OST 205 Advanced Medical Coding <i>Prereq or Coreq: OST 204 (or MBS 120)</i>	3	
MBS 199 Internship <i>Prereq: (MBS 110 and MBS 120) or Consent of Instructor</i>	2	

<p>I have reviewed this advising sheet with my advisor and understand course requirements and preferred sequence of courses necessary to complete a credential. Also, I do understand that there may be course changes with future curriculum revisions that may affect a change in course requirements listed on this sheet.</p>
Student: _____
Advisor: _____
Date: _____
Student: _____
Advisor: _____
Date: _____

Developmental Courses: Once students complete and pass a developmental course with a grade of 'C' or higher, they have the option of retesting or moving into the next level of developmental. Once students have completed and passed ALL levels of developmental, they can be placed into General Education courses, including College Algebra, and are not required to retest.

Developmental Math	Cr Hr
MAT 55 – Pre-Algebra <i>Compass score 24-41 in Pre-Algebra</i>	3
MAT 65 – Basic Algebra <i>Compass score 16-30 in Algebra</i>	3
MAT 120 – Intermediate Algebra <i>Compass score 31-35 in Algebra</i>	3
MAT 100 – College Algebra Workshop <i>Compass score 36-49 in Algebra / ACT 19-21 - enroll concurrent in College Algebra (MAT 150)</i>	2
Developmental Writing	
ENC 90 – Foundations of College Writing I <i>Compass score 26-38</i>	3
ENC 91 – Foundations of College Writing II <i>Compass score 39-73</i>	3
Developmental Reading	
RDG 20 – Improved College Reading <i>Compass score 49-69</i>	3
RDG 30 – Reading for the College Classroom <i>Compass score 70-82</i>	3
RDG 41 – Reading Laboratory <i>Compass score 83-84</i>	1